

DEPARTMENT OF THE INTERIOR
Privacy Impact Assessment

March 23, 2010

Name of Project: Quicktime

Bureau: Office of the Secretary

Project's Unique ID (Exhibit 300): 010-00-01-07-01-1245-24

Once the PIA is completed and the signature approval page is signed, please provide copies of the PIA to the following:

- Bureau/office IT Security Manager
- Bureau/office Privacy Act Officer
- DOI OCIO IT Portfolio Division
- DOI Privacy Act Officer

Do not email the approved PIA directly to the Office of Management and Budget email address identified on the Exhibit 300 form. One transmission will be sent by the OCIO Portfolio Management Division.

A. CONTACT INFORMATION:

Departmental Privacy Office

Office of the Chief Information Officer

U.S. Department of the Interior

202-208-1605

DOI_Privacy@ios.doi.gov

B. SYSTEM APPLICATION/GENERAL INFORMATION:

Notes: The Quicktime Time and Attendance application (Quicktime) falls within the Federal Personnel Payroll System (FPPS) C&A boundary, which consists of the Federal Personnel Payroll System application, the Quicktime application, the Web FPPS application, the Retirement Sub System, and the Datamart (a data warehouse). Each application has a separate Privacy Impact Assessment (PIA), except for WebFPPS which contains no data.

1) Does this system contain any personal information about individuals?

Yes. Quicktime contains the following personal information about individuals:

- Social Security Number
- Name
- User ID

a. Is this information identifiable to the individual?

Yes. The information is identifiable to the individual.

b. Is the information about individual members of the public?

No. The information pertains only to Federal Employees.

c. Is the information about employees?

Yes. The information in Quicktime is about employees of the Federal Government.

2) What is the purpose of the system/application?

The purpose of Quicktime is to input, validate, and certify time and attendance data for transmission to FPPS. Quicktime permits employee entry of time and leave requests, as well as traditional timekeeper data entry. The application provides for extensive editing to assure that data meets relational edits and regulatory requirements. Quicktime provides numerous reports for employees, timekeepers, certifiers, and administrators.

2a) List all minor applications that are hosted on this system and covered under this privacy impact assessment:

There are no minor applications hosted on Quicktime.

3) What legal authority authorizes the purchase or development of this system/application?

The legal authority for Quicktime is defined in the Office of Management and Budget Circular A-127, Policies and Standards for Financial Management Systems. This Circular is issued pursuant to the Chief Financial Officers Act (CFOs Act) of 1990, P.L. 101-576 and the Federal Managers' Financial Integrity Act of 1982, P.L. 97-255 (31 U.S.C. 3512 et seq.); and 31 U.S.C. Chapter 11.

C. DATA in the SYSTEM:

1) What categories of individuals are covered in the system?

Categories of individuals covered in Quicktime currently include employees of the Department of Interior and non-Interior bureaus/agencies.

2) What are the sources of the information in the system?

a. Is the source of the information from the individual or is it taken from another source? If not directly from the individual, then what other source?

The information in Quicktime is entered by the individual or taken from the FPPS application and other sources, as follows:

- The initial personnel information on each employee is provided from interface files from the FPPS application or entered on-line by the administrator.
- Employee information is updated by Administrators and Timekeepers.
- Time and attendance data, including cost structure information, is entered by employees or timekeepers based on employee work effort during a pay period.
- Employee leave and profile data is updated from interface files from the FPPS application.

b. What Federal agencies are providing data for use in the system?

The following entities are currently using Quicktime to enter and certify their T&A data:

Advisory Council on Historic Preservation
African Development Foundation
Bureau of Indian Affairs, Department of the Interior
Bureau of Land Management, Department of the Interior
Consumer Product Safety Commission
Federal Labor Relations Authority
Federal Retirement Thrift Investment Board
Federal Emergency Management Agency
Federal Trade Commission
Fish & Wildlife Service, Department of the Interior
Institute of Museum and Library Services
International Trade Commission
Millennium Challenge Corporation
Minerals Management Service, Department of the Interior
National Park Service, Department of the Interior
National Transportation Safety Board
Office of Inspector General, Department of the Interior
Office of the Secretary, Department of the Interior
Office of the Solicitor, Department of the Interior
Office of the Special Trustee, Department of the Interior
Office of Surface Mining, Department of the Interior
Pension Benefit Guaranty Corporation
Public Defender Service of the District of Columbia
Securities and Exchange Commission
The Presidio Trust
U.S. Geological Survey, Department of the Interior

Other Department of the Interior bureaus and other agencies may be added in future years.

c. What Tribal, State and local agencies are providing data for use in the system?

No Tribal, State, and local agencies are providing data for use in Quicktime.

d. From what other third party sources will data be collected?

Data is not collected from any other third party source for Quicktime.

e. What information will be collected from the employee and the public?

Time and Attendance data is collected from the employee. Data from the general public is not collected.

3) Accuracy, Timeliness, and Reliability

a. How will data collected from sources other than DOI records be verified for accuracy?

Data accuracy is verified by the receipt or non-receipt of time and attendance data through edits that enforce the time and attendance rules based on the employee profile.

b. How will data be checked for completeness?

Data is checked for completeness by:

- Editing personnel data to ensure that all required fields are populated.

- Validating that all active employees have time and attendance records for the current pay period.
- Monitoring all input files to ensure they have been received.
- Performing edits against each input file to ensure that the receipt matches the transmittal.
- Timekeeper and Certifier review and approval.

c. Is the data current? What steps or procedures are taken to ensure the data is current and not out-of-date? Name the document (e.g., data models).

Quicktime data is current. User profile data and leave balances are uploaded from FPPS nightly. Time and attendance data is validated to ensure that it is for the correct pay period.

d. Are the data elements described in detail and documented? If yes, what is the name of the document?

Data elements are described in detail and documented in the following documents:

- Elements listed in the Oracle Data Dictionary
- Database fields listed in the Quicktime System Maintenance Manual

D. ATTRIBUTES OF THE DATA:

1) Is the use of the data both relevant and necessary to the purpose for which the system is being designed?

The use of the data is both relevant and necessary to process and report time and attendance data. This data is necessary to produce payroll for agencies who use Quicktime.

2) Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed?

Quicktime will derive new leave balances. This information is uploaded to and maintained in FPPS.

3) Will the new data be placed in the individual's record?

Yes, the new data will be placed in the individual's payroll records.

4) Can the system make determinations about employees/public that would not be possible without the new data?

No, the new data will not enable additional determinations.

5) How will the new data be verified for relevance and accuracy?

The data is verified through edits established to validate the data.

6) If the data is being consolidated, what controls are in place to protect the data from unauthorized access or use?

Data is not being consolidated in Quicktime.

- 7) **If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? Explain.**

Not applicable for Quicktime.

- 8) **How will the data be retrieved? Does a personal identifier retrieve the data? If yes, explain and list the identifiers that will be used to retrieve information on the individual.**

Users retrieve Quicktime data via the employee name or user ID.

- 9) **What kinds of reports can be produced on individuals? What will be the use of these reports? Who will have access to them?**

Quicktime produces reports for use by employees, timekeepers, certifiers, and administrators. These reports are used to verify the correct cost structures, verify employees by role, provide status by user role, provide various audit reports, verify leave balances, and provide statements of historical T&A records.

- 10) **What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent).**

Quicktime contains no voluntary information. An employee's ability to consent to a particular use is governed by the policies of the individual client organizations.

E. MAINTENANCE AND ADMINISTRATIVE CONTROLS:

- 1) **If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?**

Quicktime is operated at one site.

- 2) **What are the retention periods of data in this system?**

Quicktime is covered under General Records Schedule (GRS) 2, "Payrolling and Pay Administration Records."

Time and attendance source records include any record upon which leave is based. NARA's General Records Schedule 2, item 6 indicates that records may be destroyed after a GAO audit or after 3 years, whichever is sooner. Items 7 and 8 indicate that records may be destroyed after a GAO audit or after 6 years, whichever is sooner.

- 3) **What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept? Where are the procedures documented?**

Procedures for disposing of data are followed in accordance with approved NARA regulations. Disposition procedures are documented at <http://www.archives.gov/records-mgmt/publications/disposition-of-federal-records/>.

- 4) **Is the system using technologies in ways that the DOI has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?**

There are no new uses of the technologies used to operate and maintain Quicktime.

5) How does the use of this technology affect public/employee privacy?

Not applicable.

6) Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.

No.

7) What kinds of information are collected as a function of the monitoring of individuals?

Not applicable.

8) What controls will be used to prevent unauthorized monitoring?

For Quicktime, there are three levels of electronic security to prevent unauthorized access:

- Network security limits access into DOI's wide area network.
- Application security is used to control access to Quicktime commands and roles assigned to individuals.
- Rules of Behavior are signed by all users.

Systems access is granted using the concept of "least privilege" required to perform one's duties. Physical controls are also in effect to limit access to the NBC Denver Data Center itself.

NBC conducts internal reviews to help ensure compliance with Privacy Act law.

9) Under which Privacy Act systems of records notice does the system operate? Provide number and name.

Payroll, Attendance, Retirement, and Leave Records – Interior, Office of the Secretary – DOI 85

Each government agency using Quicktime is responsible for their own system of records notice covering the collection of data at their agency.

10) If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain.

The system is not being modified.

F. ACCESS TO DATA:

1) Who will have access to the data in the system? (E.g., contractors, users, managers, system administrators, developers, tribes, other)

NBC data access is required by staff including both government and contractor staff performing system maintenance. Within each client organization, an administrator determines the roles of each individual – employee, timekeeper, and/or certifier. The administrator assigns employees to the timekeepers and certifiers, thus restricting their access to the assigned individuals. Administrators may also assign timekeeper roles to contractors, as determined by the individual client's needs.

2) How is access to the data by a user determined? Are criteria, procedures, controls, and responsibilities regarding access documented?

Each client designates the role of Master Administrator. The Master administrator decides who has access to the data by assigning specific roles to the individual on a "need-to-know" basis. Access criteria, procedures, controls, and responsibilities beyond those built into the application are determined and documented by each user agency. NBC maintains documentation of Quicktime configuration settings and options.

- 3) Will users have access to all data on the system or will the user's access be restricted? Explain.**

The organization's Administrator defines the access for timekeepers and certifiers. In the case of the employees, access is limited to their respective records.

- 4) What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access? (Please list processes and training materials)**

Administrators review access authorities on an on-going basis.

- 5) Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system? If yes, were Privacy Act contract clauses inserted in their contracts and other regulatory measures addressed?**

Yes, contractor personnel are involved with design, development, testing and implementation as well as maintenance and general support. Appropriate security and privacy clauses are contained in the contracts, such as the Privacy Act Notification (FAR 1452.224-1 and FAR 52.224-01) and security per DOI OCIO memo of August 18, 2004, "Information Technology Security Requests for Acquisition."

- 6) Do other systems share data or have access to the data in the system? If yes, explain.**

Quicktime shares data with FPPS. Quicktime uploads time and attendance to FPPS for payroll calculation. FPPS transfers personnel information to Quicktime to populate new employees in the application.

- 7) Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?**

The interface is not applicable to members of the public. NBC is responsible for protecting privacy rights as the host of the Quicktime and FPPS applications.

- 8) Will other agencies share data or have access to the data in this system (Federal, State, Local, Other (e.g., Tribal))?**

No other agency will share data or have access to the data in Quicktime

- 9) How will the data be used by the other agency?**

Not applicable.

- 10) Who is responsible for assuring proper use of the data?**

The clients' Administrators are responsible for assuring proper use of the data.
